



Non-Merit Job Vacancy Announcement

PLANNING PROJECT SUPERVISOR

Pay Grade:	15	Position Type:	Full Time
Salary or Range:	\$19.882 - \$26.339 hourly	Work Schedule:	Monday - Friday
FLSA Designation:	Exempt	Work Week:	37.5 Hours

Agency: Department Of Military Affairs - Facilities Division - Boone National Guard Center
Work Address: 100 Minuteman Pkwy, Frankfort KY 40601
Work County: Franklin

AGENCY COMMENTS:

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r).

DESCRIPTION OF JOB DUTIES:

Supervises the work of staff assigned to the Anti-terrorism program; performs research, analysis and planning work in the development and implementation of the Anti-terrorism program statewide. Interprets, applies and enforces rules, regulations, laws and policies to provide planning activities for the Anti-terrorism program; provides Anti-terrorism plans, guidance and mandatory standards for protecting state-installation personnel, information, critical resources, key assets from acts of terrorism. Organizes, directs, supervises, and implements studies on installation military construction projects to determine the needs for planning and makes recommendations for the coordination of existing Anti-terrorism programs; identifies high risk personnel and ensures individuals receive appropriate training on Anti-terrorism. Implements the Random Anti-terrorism Measures program to determine the impacted areas, collects data to transmit to appropriate agencies for the preparation and maintenance of contingency plans for miiligatin, alert, response, recovery and reporting of terrorist events/actions. Consults with federal, state and military agencies to conduct, publish and disseminate assessments and assist subordinates in conducting threat assissments: plan and develop annual anti-terrorism exercises. Maintains awareness and conducts annual program reviews, evaluates subordinate anit-terrorism programs, assigns and supervises the work of personnel in the preparation of anti-terrorism planning modules to be incorporated into unit training and pre-mobilizaiton trainings. Develops and submits annual budgets to National Guard Bureau for physical security, operations, security, information security, National Guard Emergency Management and anti-terrorism programs, track budget expenditures to ensures fiscal compliance and also requests additional funding as needed. Prepares drafts of reports to provide anti-terrorism resource management planning materials, ensures funding requirements are identified for planning activities of the anti-terrorism program; establishes a functional anti-terrorism committee and threat working group to determine the impacted areas of the anti-terrorism programs statewide. Performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience in planning.

Substitute EDUCATION for EXPERIENCE:

Graduate work in planning or a related field will substitute for the required experience on a year-for-year basis up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

Experience in research, analysis or data, planning or a related field will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 5/16/2016)

[Posted on: 5/5/2016]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Teresa Lee before the closing date listed on the job announcement.

****Applicants will NOT apply online through the COS website**** (Job announcement is also viewable online on the Personnel Cabinet's NON MERIT website)

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

Contact Name: Teresa Lee

Contact Method: 502-607-1237 or
teresa.r.lee2.nfg@mail.mil

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

